



The Commonwealth of Massachusetts
Department of Industrial Accidents – Training Center
160 Winthrop Avenue - Lawrence, MA 01860
(978) 683-6420 ext. 138
<http://www.mass.gov/dia>

DIA Use Only

APPLICATION FOR TRAINING
CENTER FUNCTION

Applicant's Organization or Business Name & Address:	
Telephone Number -	
Name of Training Provider if different:	
Type of Training (Check all that apply): <input type="checkbox"/> Workers' Comp. <input type="checkbox"/> Safety <input type="checkbox"/> Legal <input type="checkbox"/> Education <input type="checkbox"/> Other _____	
Description of Training to be conducted and requested equipment or accommodations (Multi-media projector, etc.):	
Number of Participants Expected:	Dates (mm/dd/yyyy) and Times of Training:
Name of Contact Person:	Telephone Number or Fax Number:
Will you be hiring a caterer?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of caterer, contact person and telephone # _____	
Applicant's Signature:	Date (mm/dd/yyyy):

Note - By signing this form the applicant agrees to the Terms and Conditions on the reverse side of this document.

Terms and Conditions

1. The applicant and/or their designee hereby agree to hold harmless and indemnify the Department of Industrial Accidents (DIA) and the Commonwealth of Massachusetts or its employees for any claims of injuries or damages arising from use of the DIA training facility or participation in a function occurring on property leased to the DIA.
2. Any opinions or views expressed, either verbally or through any other media, during any function at the training facility are solely the responsibility of the party themselves and are not necessarily the views of the DIA, the Commonwealth of Massachusetts or its employees.
3. The DIA bears no responsibility for any false, misleading or inaccurate information conveyed by personnel who are not employees of the DIA during a training center function.
4. The applicant is responsible for any and all clean-up of the training facility after a function including but not limited to, trash removal, general tidiness and returning the facility to its pre-event condition.
5. The outside door is a secure door and is not permitted to be unlocked without constant supervision of a DIA employee.
6. The break room is for DIA staff only.
7. The official hours of the Janas Center are 8:00-4:30, Monday-Friday. Any training taking place outside of those hours must be approved in advance.